

# CITY OF APPLETON

## HUMAN RESOURCES DEPARTMENT



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To: Human Resources/IT Committee, Finance Committee, and Appleton Common Council Members

From: Jay Ratchman, Human Resources Director 

Date: January 20, 2022

Re: Public Works Director Recruitment Process

The City of Appleton Public Works Director, Paula Vandehey, will retire on June 3, 2022. In December of 2021, the Human Resources Department initiated a national search to find a successor. In performing our search, we recruited through many organizations, including the American Public Works Association, Careers in Government, Wisconsin Jobs, The League of Municipalities, Careerbuilder.com, Government Alliance on Race and Equity, various social media platforms, the Wisconsin Department of Workforce Development, and other organizations through our open positions mailing list.

The applications received for this position have been reviewed. Our findings show that, despite our best efforts, a robust applicant pool was not received. We could readvertise for the position; however, due to our prior experience advertising for the position coupled with an extremely tight labor market and the unique nature of this position, we do not believe that readvertising will bring a more positive result. For these reasons, we feel a new more aggressive approach to recruitment for this position is warranted. Therefore, we are recommending that a professional executive recruitment firm be engaged to aid us in our search.

Based on prior positive experience and results, we would like to contract with the Employment Resource Group, Inc. (ERG). Our reasons to use ERG include:

- Past and proven experience in working with ERG
- ERG is an Appleton based firm with a strong reputation in conducting executive level searches
- ERG has recruited for similar roles such as ours in other communities
- ERG's proven recruitment strategies directly target qualified candidates.

The fees for ERG are 25% of the candidate's first year salary. Because these services were not anticipated at the time the 2022 Human Resources Budget was submitted and approved, a 2022 Budget amendment will be requested. To fund these additional costs, we will be submitting a request to the Finance Committee to pre-approve the use of unspent 2021 Human Resources Budget funds (carryover) generated by carrying vacant positions for a good portion of the year. We estimate the recruitment fees to total approximately \$35,000.

Please contact me if you have any questions regarding this recommendation.